

SPF SIG
Pre-Conference Informational Session
March 1, 2007
Questions

1. If a church acts as a fiscal agent, but is not active in programming what are the “faith based organization” implications?

Here are the most critical guidelines to working with a faith-based organization relative to federal funds:

- a. government support cannot be used for inherently religious activities
- b. inherently religious activities must be separate from the program activities funded with federal funds
- c. inherently religious activities must be voluntary for program beneficiaries
- d. inherently religious activities include prayer, worship, Scripture studies, proselytizing
- e. these restrictions apply to all organizations receiving federal and/or state

2. Can a Program Manager receive pay for overseeing the Project Manager and Assistant?

No.

3. How much funding is available?

The total number of funding to be distributed to the communities annually is \$1.98 million dollars annually for four years to the State.

4. Can a Government/Public entities apply?

Yes.

5. Is there a limit on the number of grants awarded to a county?

No.

6. What is the maximum amount that can be requested?

See question 3 for total amount to be distributed which would then be divided by the total amount of grants awarded.

7. Are there examples somewhere pertaining to policies governing and recruiting volunteers?

Yes, contact OFBCI or visit their Website <http://www.in.gov/ofbcil>.
In Addition, organizations should visit the Points of Light Foundation for further information.

8. Can we write contracting evaluators into our grant?

Yes, it is a requirement.

9. How much can we ask for?

See question 3.

10. How many grants can each county receive?

See question 5.

11. What checks and balances are build into deter fraudulent data entry to meet criteria?

The Grant Review Process will provide the checks and balances.

12. What is the definition of prevention? Is it just front-end programming or can it be treatment in an effort to stop the incidents of use? Therefore preventing ongoing use.

Definition of Prevention

A proactive process that empowers individuals and systems to foster a climate in which:

- Alcohol use is acceptable only for adults when risk of adverse consequences are minimal
- Prescriptions, over-the-counter drugs, and other abusable substances are used only for their intended purposes and as intended
- Illegal drugs and tobacco are not used at all

Prevention Classifications

Universal

Program to reach the entire population
(ex: all 5th graders in a school)

Selective

Programs that target groups exposed to greater levels of risk
(ex: children of alcoholics, poor school achievers)

Indicated

Programs are designed for individuals who exhibit risk-related behaviors
(ex: students who already have experimented with drugs)

13. Please be more specific about what the community consultants actually do? What tasks?

Community Consultants will act as a regional point of contact for prospective SPF SIG grantees to serve as a resource to provide technical assistance on the SPF SIG process, assessment, data collection, analysis and the writing of the strategic plan.

14. What happens if an LCC and another individual agency both apply for this grant?

Both will be reviewed.

15. Why and how does the LCC sign off with an MOU if it is also competing for its own grant? This puts the LCC and the other applicant in an awkward position.

All applications will be reviewed independently of each other.

16. How does the MOU apply to us if we are the LCC (that is actually applying)?

Both lines should be signed by the Chair/President of the LCC.

17. Is the RFS online?

Yes at <http://www.in.gov/fssa/transformations/pdf/RFS%207-28.pdf>.

Are we supposed to reproduce the letter of intent in this RFS?

Yes you may reproduce the letter of interest in the RFS.

18. On page 22 of the RFS it states recipients will go through two phases of the grant: 1. Planning (assessment, capacity analysis and strategic planning) and 2. Program implementation/Evaluation. Do you see local evaluation of process taking place in Phase 1?

Yes.

Then evaluation of outcomes in Phase 2?

Yes.

19. How would we collect data on adolescents? (NSDUH)?

It should be collected based on accepted data collection protocol.

20. Why does this process, rules, regulations have to be so difficult?

It is not intended to be difficult; we have taken care to ensure that all information is clear and understandable.

Is this really supposed to help the agencies that are battling substance abuse in our communities?

Yes.

21. Explain more in depth the role of a local evaluation needs to play.

Along with the statewide and federal evaluation requirements, each funded community will be required to develop a local-level evaluation plan and also implement the evaluation plan. The evaluation plan should be developed and implemented in cooperation with a local-level evaluator hired by the community. The evaluation plan will need to include a process evaluation, an outcome evaluation, and a fidelity evaluation. The goal of the process evaluation is to have communities determine how well they have moved through each of the five SPF steps during the course of the grant. The goal of the outcome evaluation is to gather data regarding the substance use consumption patterns and consequences that were identified during the needs assessment and addressed through the evidence-based program/s implemented. The hope is that the outcome evaluation will show improvement over time in the targeted consumption patterns and consequences. The fidelity evaluation

should determine whether the evidence-based program/s selected by communities were implemented in the appropriate manner and what impact any changes in implementation may have had on outcomes.

We know we have to participate in State-wide evaluation but shouldn't we have a local evaluator and evaluation plan specific to our project as well?

Yes.

22. Since Johnson County was not listed as one of the HN counties should our LCC automatically pursue establishing data or do we leave that up to individual groups? Seems maybe the LCC should at least start the process? Kendra Decker (LCC JCCASA)

The development data of counties not classified as high need must be determined by the applicant.

23. As the LCC, we are not submitting a request, yet do we need to attend future meetings since organization will be involving us? Kendra Decker (LCC JCCASA)

It is recommended.

24. Can counties use crime stats for alcohol as comparable data?

Yes.

25. Are there specific salary guidelines?

No.

26. The RFS states only the program director has to be IAPP certified. Presentation states Director and Assistant need to be certified. Please clarify.

Only the Program Director must have earned a Certified Prevention Profession or Qualified Prevention Professional designation from the Indiana Association of Prevention Professionals, Inc., or be able to obtain this certification within 120 days of the date of hire.

27. While there is the requirement of hiring 2 FTE's – would not the provision of benefits be required?

Benefits should be based upon the applicant's agency personnel policies.

28. Can one organization submit multiple applications that address separate substances?

Yes.

29. Does the Allotted amount include the 15% for evaluation? & 15% assess?

Yes.

30. Can the LCC provide the program \$ as programs are identified further into grant process?

The LCC may provide monies into programs after their Strategic Plan is approved.

31. Questions on the organizational assessment, are they of the agency that is applying or of the “coalition” that is/will be working on this?

The questions apply to the Coalition.

32. Will there be money to support programs (actual service implementation) when the grant gets to that point?

Yes.

33. If a good faith effort (evidence of but small %) is made regarding MBW/WBE will that qualify for bonus points?

No the MBW/WBE forms must be completed to meet the requirement of the State.

34. If you cannot consult with community consultation who will sign off on the grant application. For instance who would sign off on our M of U?

A Community Consultant is assigned to every county see the attachment that follows this list of question.

35. Can the Community Comprehensive Plan (LCC) be considered a strategic plan?

The Strategic Plan must include the identification of one of the stated priorities accompanied by a Center of Substance Abuse Prevention (CSAP) Logic Model that contains the (a) Consequences of Use (b) Intervening Variables and (c) Strategies

36. How much of the assessment has to be done before the RFS is submitted?

None.

37. We would like to see our current LCC coordinator take on the coordination of this project as well as existing duties. Is this staffing model acceptable?

1. FT LCC Coordinator (1/2 LCC funded ½ SPF-SIG)
2. FT Admin. Asst. (SIG funded)
3. PT program staff (SIG funded)

No, this does not meet the FTE requirement of the RFS.

38. My understanding is that all minority and women owned businesses add on an additional 15-20%. Why would I want to utilize those businesses when I could purchase goods for less?

It is State policy.

39. I am working with a county to pull stats for the SPFSIG; we have all the data, who do I contact to figure out how to compile it so we are looking at apples to apples?

The Indiana Prevention Resource Center
Indiana University
Creative Arts Building
2735 E. 10th St. Rm. 110
Bloomington, IN 47408-2602
Voice and TDD: 812.855.1237
Toll Free in Indiana: 1.800.346.3077
Fax: 812.855.4940 <http://www.drugs.indiana.edu/>

40. As a nonprofit responding to this RFS, must we be registered with the IDOA before submitting our response?

Yes, please refer to Section 2.3.7.

41. Please define further the responsibilities and level of experience you require for the 'fiscal manager'.

Refer to RFS and Sample Contract. Attachment C of RFS.

42. What level of experience do you require of our community or coalition in terms of data collection and evaluation?

None stated.

43. If two counties are pursuing this grant as a two-county coalition are there any guidelines regarding the number of staff?

Refer to RFS Section One, 1.4.1.

Would it be possible to have a project director and two assistants?

No.

44. For Section 2.3.2 Respondent's Company Structure (p.18), what does "certificate of authority" mean? Do you want a copy of the organization's IRS designation as a 501c3 not-for-profit, verification that the organization is registered with the Secretary of State, or some other document?

Please provide any documentation you may have that describes the legal structure of your organization. Generally this is verification of registration with the Secretary of State.

45. For Attachment D., Section D., Financial Capacity (p.38) is the potential Total 100 points, or 115 points (if maximum bonus points are obtained)?

Total potential is 115 points.

46. Will grants be awarded to applicants with the highest scores, or will other factors (e.g., geographic diversity) be considered? If so, what factors will be considered?

The scoring criteria gives the points and the highest scores will be awarded the grants.

47. The LCC is the respondent and is not currently incorporated but plans to become so in the future. The LCC designates an agency as their fiscal agent until they become incorporated as a 501 c 3 entity. When submitting the grant proposal, does the company financial information (2.3.3.) & (2.3.4.) refer to that of the LCC or that of the fiscal agent?

The Fiscal Agent.

48. If the LCC receives the funding and becomes incorporated as a 501 c 3 agency several months after receiving the finding, will there be problems transitioning from the named agency fiscal agent to the LCC as its own fiscal agent?

No.

49. Can we maintain a PO Box as our mailing address if we receive the funding?

Yes.

50. Is there a certain amount of in-kind required?

No.

51. Project Director - Is this a position required by each grant recipient but not funded by the grant?

Yes.

52. In small counties that have few if any minority owned businesses are we being encouraged to buy out of county to meet the grant requirements?

Yes.

53. How can a newly formed coalition score well enough on the organizational assessment to pursue the grant? Is it better to submit on behalf of a small, less inclusive organization and use the planning dollars to build the capacity and expand the coalition? We were thinking of building a multi county coalition but as of yet one does not exist?

This is up to the community or coalition to determine.

54. For Section 2.3.9 Subcontractors (p21), the RFS states that:
For each portion of the proposed products or services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

Should this information about the subcontractors be included in the Technical Proposal, under 2.5 Cost Proposal? If not, where should this information go?

Yes..

55. Should all costs for Evaluation and assessment be included under the Contract line item?

Yes.

56. Should all funds for Evaluation be reserved for Local Project Evaluation?

Yes.

Do grantees need to pay some of the State/Cross-site evaluation costs?

No.

57. Should "assessment costs" all be included under the Contract line item? If not, what other line items can be used for "assessment costs?"

To be determined by the applicant.

58. By "assessment" do you mean training and technical assistance related to community needs assessment? If not, please clarify what is meant by "assessment costs?"

To be determined by the applicant.

59. For Section 2.3.9 Subcontractors (p21), the RFS states that:
For each portion of the proposed products or services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.
Is it OK to include this information as an Appendix to the Technical Proposal, per the instructions on the top of page 22 about referenced documents?

See question 54.

60. Can the dollars be used to support an existing position?

No.

61. Could this grant tie into the fatherhood grant we recently applied for?

Unknown.

62. Referring to pg 66 Who registers the LCC or our fiscal agent, in our case will be the Community foundation?

The applicant agency.

63. Regarding minority ad women's business enterprises RFS subcontractor commitment. pg 13 1.21. If we have no local minority contractors are we required to purchase out of county in order to get extra points, thus no supporting our local business?

See question 54.

64. Regarding 2.34. Does this request pertain to the Lead agency (LCC) or the Fiscal agency (Community Foundation)?

It pertains to the applicant.

65. Regarding 2.3.6 Clients. Are those agencies or individuals?

To be determined by the applicant.

66. 2.3.3 on pg. 18 asks for balance sheets and income statements for the last 2 years. Our LCC is a component of County Government and all financial matters are handled by our County Auditor. Our Director does submit claims in accordance to the approved budget and track the balance of each appropriation. What kind of financial documents should be included since we do not have an income statement or balance sheet?

Agree -- State Board of Accounts Audit Report will suffice.

67. On page 7 under scope of work, bullet item number 6. States that each employee position must be held by a different individual. We have a small organization and our Executive Director also acts as our fiscal manager, with oversight provided by our board treasurer. Is that allowable or do we need to identify a separate fiscal officer?

Yes with Board oversight.

68. Page 7 bullet item 7) applicant will evidence a demonstrated relationship through a MOU with their community consultant and LCC. Our Community consultant believes that they need to sign off on any MOU's the applicant (in this case the LCC) develops to carryout this project. Is this true?

Follow the RFS guidelines.

69. There doesn't seem to be direction on font type/size and page limit. What are these, if any?

Proposals should observe a 25 page limit, 1" margins, 12pt font Times New Roman, double spaced. The maximum number of appendices should not exceed 5 pages totaling 30. The page limit should incorporate the budget pages and a budget explanation section which is included in the total page count?

70. It asks about using the States Strategic Plan...do we place the plan handed out at the second meeting in the grant?

No.

71. Are budget amendments allowed? If so, how often will they be allowed to be amended? ie. Once a quarter? etc.

Yes as needed within the grant allocation.

72. If we have articles of Incorporation stamped by the Secretary of State, is this what is needed for Secretary of State Registration?

Perhaps. You will need to verify with the Secretary of State's office that you are properly registered.

73. RE: SPF-SIG grant: Two of my counties had a question about dollars for law enforcement. In their counties, each police dept has their own way of collecting alcohol/drug data that is incompatible with other towns. Many do not even track underage (under 18) alcohol related events. Question: As part of the capacity building goal of the SPF-SIG, will there be grant dollars available to help provide technology to better develop the local law enforcement infrastructure for more comprehensive/ interdepartmental data and statistics collection and sharing?

Based on application.

74. RE: SPF-SIG grant: A couple of my counties inquired about the goal of reducing "underage drinking and binge drinking by 18-25 year-olds." Question: Is the sole focus going to be 18-25 year-olds or is programming for "high school aged" going to be feasible as a way of reducing, over a period, the 18-25 year-olds problem?

The priority is based upon the results of the assessment.

75. Where does my county get local data?

Your local sheriff or police department may be able to provide the necessary Uniform Crime Report (UCR) data.

76. Are indirect cost allowed?

No.

77. Within the Business Proposal, Section 2.3.9 Subcontractors: do we need to list specific subs at this point in time since the planning stage is the first year?

No.

Or are you looking for the identification of a sub for strategic planning purposes?

Yes.

Or are you looking for the identification of the specific prevention service provider?

Yes.

COMMUNITY CONSULTANT CONTACT INFORMATION

NORTHWEST REGION

1. Patricia Wiers

12871 North 1000 West

DeMotte, In 46310

HOME: 219.987.6337

CELL: 219.863.6153

pwiers@cji.in.gov

Counties: Lake, Porter, Newton, Jasper

2. Janet Whitfield-Hyduk

P.O. Box 1850

Mishawaka, IN 46546

HOME: 574.257.8437

CELL: 574.532.2834

TOLL FREE: 877.794.0700, pin #0164

FAX: 574.255.6900

jwhitfield-hyduk@cji.in.gov **

Counties: LaPorte, St. Joseph, Elkhart, Starke, Marshall, Kosciusko, Pulaski, Fulton

NORTHEAST REGION

1. Kelly Sickafoose

P.O. Box 15284

Fort Wayne, IN 46885-5284

OFFICE/FAX: 260.486.9954

CELL: 260.710.6141

ksickafoose@cji.in.gov

Counties: LaGrange, Steuben, Noble, DeKalb, Whitley, Allen, Wells, Adams

2. Monica Greer, BS, CPP

17986 Forreston Oak Drive
Noblesville, IN 46062
CELL: 317.450.7015
HOME: 317.776.1677
TOLL FREE: 866.258.2339

mgreer@cji.in.gov

Counties: Wabash, Huntington, Grant, Blackford, Jay, Tipton, Hamilton, Madison

WEST CENTRAL REGION

1. Jen Bushore

2144 Ulen Lane
Lafayette, IN 47904
HOME: 765.446.9643
CELL: 765.491.4126
FAX: 765.447.1793

jbushore@cji.in.gov **

Counties: Benton, White, Carroll, Warren, Tippecanoe, Fountain, Vermillion, Parke

2. Rebecca Smith

14569 Dublin Drive
Carmel, IN 46033
HOME: 317.536.8055
CELL: 317.413.8746

rebsmith@cji.in.gov **

Counties: Cass, Miami, Clinton, Montgomery, Boone, Putnam, Hendricks, Morgan

EAST CENTRAL REGION

1. Tim Retherford

P.O. Box 32
Maxwell, IN 46154
HOME: 317.326.1150
CELL: 317.409.4546 **

tretherford@cji.in.gov

Counties: Delaware, Randolph, Hancock, Henry, Wayne, Shelby, Rush, Fayette

2. Maggie London-Lewis, MPA

4235 Trace Edge Lane
Indianapolis, In 46254
HOME: 317.297.5731
CELL: 317.289.6059 **
TOLL FREE: 899.222.9457

mlewis-london@cji.in.gov maggie.a.lewis@sbcglobal.net

Counties: Marion, Johnson, Bartholomew, Howard

SOUTHWEST REGION

1. Ruthann Walton

13 Arlington Ct.

Jasper, IN 47546

HOME: 812-481-1062

CELL: 812-582-0139 cell

rwalton@cji.in.gov

Counties: Knox, Gibson, Dubois, Posey, Vanderburgh, Warrick, Spencer, Perry

2. Terry Cohen

4406 Eagle View Drive

Bloomington, IN 47403

HOME: 812.824.7213

CELL: 812.320.8631

tcohen@cji.in.gov

Counties: Vigo, Clay, Owen, Sullivan, Greene, Monroe, Daviess, Pike

SOUTHEAST REGION

1. Kim Linkel

P.O. Box 13

Batesville, IN 47006

HOME: 812.934.2298

CELL: 513.312.7669

FAX: 812.934.4702

klinkel@cji.in.gov

Counties: Union, Decatur, Franklin, Ripley, Dearborn, Jefferson, Switzerland, Ohio

2. Lin Montgomery, B.S., CPP

11241 N. 400 W

Seymour, IN 47274

CELL: 812.580.8550

VOICEMAIL & FAX: 812.497.3621 **

lmontgomery@cji.in.gov

Counties: Brown, Martin, Lawrence, Jackson, Jennings, Orange, Washington, Scott

3. Janna Hocker

3918 Brookfield Avenue

Louisville, KY 40207

(502) 891.2620

Cell (812) 325.1919

jcmhocker@insightbb.com jhocker@cji.in.gov

Counties: Clark, Floyd, Harrison, Crawford